



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000013483

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** 0    **PO Date:** 10/09/2023    **PO End Date:** 02/29/2024    **PO Method:** DG    **Dispatch:** Dispatch Via Email    **Rev Dt:**

**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** WORKQUEST  
 1011 E 53rd St  
 AUSTIN TX 78751  
 United States

**Ship To:** 1P00 - TxDMV Warehouse  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Ship To Attention:** Michelle Helen Bryant  
**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1741976051 1 200

**Purchaser:** Amanda Leigh Maxwell  
**Phone:** 512/465-1226  
**Fax:** 512/465-5641

**Bill To Fax:**

**Email:** Mandy.Maxwell@txdmv.gov

**Bill To Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

**Change Orders:**

Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes shall be in the scope of original work. No verbal change orders shall be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by TxDMV Purchasing Section.

**Payment:**

Payment will be made in accordance with the Texas Prompt Payment Act, TGC, Subtitle F, Chapter 2251. Vendor shall submit one copy of a correct itemized invoice showing the purchase order number, payee ID., remit to address, and phone number on invoice. Vendors may submit an electronic invoice. All electronic invoices shall be sent to DMV\_FIN-INVOICES@txdmv.gov (note: There is an underscore "\_" between DMV and FIN). All invoices received at the email address will be filed for future reference and you will receive a receipt confirmation email. To avoid the confusion of duplicate invoices, please do not send other copies of this invoice via regular mail, fax or other means. On emails for electronic invoices, include the company name (as it appears on the invoice) and the purchase order number in the subject line to assist in identifying and processing your invoices in a timely manner. TxDMV will not incur any penalty for late payment if payment is made in 30 days or less from receipt of goods or services and a correct invoice, whichever is later.

Note: Warrants will not be issued to a vendor without a current Texas Identification Number.

**Quantity(ies):**

Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).

**Delivery:**

Delivery of goods shall be in accordance with the delivery requirements of this purchase order, any underlying or associated contract for the goods being purchased and any other requirements set for by TxDMV or state law. Upon delivery, the bill of lading shall include at a minimum the following information: TxDMV Division and Contact Name, TxDMV Purchase Order number, Delivery Address, Vendor contact information and return address. If the vendor has an updated delivery schedule or more accurate delivery date, the vendor shall notify the TxDMV contact immediately.

Additionally, this Purchase Order is governed by the Texas Department of Motor Vehicles Standard Terms and Conditions, which can be found at: <http://www.txdmv.gov/contractors-vendors>.

**Background Check:**

A statewide criminal and sex offender background check shall be conducted on the contractor, contractor's personnel or subcontractors scheduled to work on the state project. Supporting documentation confirming the completion of the required background check is subject to review prior to beginning of the service and at any time during the term of the purchase order upon request by the designated state representative. Failure to provide the requested documentation upon request by the State may be cause for cancellation of the purchase order. The background check shall include, but not be limited to, the following:

\* Social Security Number Verification

**Authorized Signature**

**10/20/2023**



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\* Department of Public Safety Statewide Criminal and Sex Offender Background Check  
 \* Background check in all Out-Of-State Counties in which the applicant has resided in the last seven (7) years.  
 Persons with Class B or Class C Misdemeanor offenses shall not be allowed to work on this project and shall not be allowed access to the State documents. Persons with Class A Misdemeanor offenses or above will be disqualified.

Human Resources Code, Title 8, Chapter 122, Section 122.001 and Texas Government Code, Title 10, Chapter 2155, Sections 2155.138 and 2155.441

Term Contract: 962-S3

Contractor: Katharine (Kate) Hanna  
 Term: 10/26/2023 - 02/29/2024  
 Contract: WorkQuest  
 District: 14  
 Title: Administrative Assistant  
 Level: II  
 Experience: Experienced  
 Class. Code: 0152  
 Commodity Code: 96214-01526  
 Bill Rate \$35.49

Vendor Contact: Dan Whiddon  
 Email: dan.whiddon@peakperformers.org  
 Phone: (512) 730-3164

Alt Contact: Ryan Tomlin  
 Email: ryan.tomlin@peakperformers.org  
 Phone: (512) 730-3159  
 Phone: (737) 250-7901

TxDMV Timecard Approver: George Mallick, george.mallick@txdmv.gov

TxDMV Alt Contact: Natalie Woods, natalie.woods@txdmv.gov

Contract Manager: Edward O'Mahony, edward.omahony@txdmv.gov

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	IT Administrative Assistant II	58033	962/69	672.0000	HR	\$35.49000	\$23,849.28	10/09/2023

Schedule Total

Contract ID:  
0000013483

ReqID:  
0000014087

Contractor: Katharine (Kate) Hanna  
 Term: 10/26/2023 - 02/29/2024

Contract: WorkQuest  
 District: 14  
 Title: Administrative Assistant  
 Level: II  
 Experience: Experienced  
 Class. Code: 0152  
 Commodity Code: 96214-01526  
 Bill Rate \$35.49

Item Total for Line # 1

Total PO Amount

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

Authorized Signature

*[Handwritten Signature]*

10/20/2023



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Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Authorized Signature

*Kandice Maxwell, CTED/CTOM*

10/20/2023